

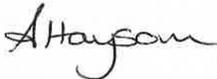


**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

# Health and Safety Policy

## Statutory

Policy Approved by the Board of Trustees

Signed: 

Date: 1 July 2021

Name: Adele Haysom

Chair of Board of Trustees

Authorised for Issue

Signed: 

Date: 1 July 2021

Name: Gary Lewis

Chief Executive

## Document History

Version	Owner	Date	Source
1.0	Clare Sanders	Published 7 September 2016	Adapted by Clare Sanders from a Single Academy H&S Policy issued by Priory Community School Enterprises Ltd
2.0	Clare Sanders	Annual renewal/approval by Board of Trustees 11 July 2017	Renewal only - no changes
2.1	Clare Giordmaine	07/02/18	Page 5 updated due to LSP growth
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This Policy applies to all schools and employees within the Lighthouse Schools Partnership.

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# SECTION 1

## LIGHTHOUSE SCHOOLS PARTNERSHIP HEALTH AND SAFETY POLICY STATEMENT

This Policy applies to all schools and employees within the Lighthouse Schools Partnership.

### Structure of Health and Safety Policy

Section 1 of the Health and Safety Policy details the framework in place in the Lighthouse Schools Partnership, which applies to all schools and the Central Team in order to comply with Health and Safety legislation and to meet our responsibilities as the employer.

Section 2 of the Health and Safety Policy (separate document) details the arrangements that each school and the Central Team are required to put in place. This reflects the responsibilities that are delegated from the Board of Trustees to Local Governing Bodies, as committees of the Board of Trustees. Section 2 of the policy needs to be amended to reflect the arrangements in each school/the Central Team where indicated, and approved by the Local Governing Body. Section 2 can only be amended where indicated and no other changes should be made by individual schools.

### General Policy

It is the policy of the Lighthouse Schools Partnership (LSP) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working, studying, participating or supporting events on or outside its premises where associated activities are involved.

The Trust will ensure, so far as is reasonably practicable, that:

- premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public,
- there are safe systems of work for all employees, students, contractors and volunteers,
- suitable and sufficient work equipment is provided,
- there are adequate welfare arrangements,
- information, instruction, training and supervision is provided to employees, students, contractors and volunteers to ensure their competency to perform their tasks.

The Trust recognises its responsibility to provide adequate control of the health and safety risks arising from its schools and client's activities. When staff or students operate on behalf of the Trust, an assessment of risks specific to the activities, or tasks will be prepared where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

Whilst day to day management of health and safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Trust's Board of Trustees as the employer.

Specific health and safety policies of each Trust school must integrate into this Health and Safety Policy. This will support the Trust to deliver its overall health and safety responsibilities and ensure good and consistent practice in all Trust schools.

All Members, Trustees, Governors, Headteachers and members of staff must familiarise themselves with the contents of this statement, organisational structure and individual school arrangements together with supporting sources of safety information and guidance from the Trust's externally commissioned competent person.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate, or allocated health and safety officer and/or school's and/or Trust's leadership team.

The Trust commits itself to implementing the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation, where legally applicable and relevant. The Trust's competent health and safety representative will provide to the schools' leadership regular information on updates, changes, and arrangements, about any revisions to safety legislation.

It is the belief of the Trust that a positive health and safety culture is of significant benefit to the good performance and safety of all the schools, and itself. We aim to encourage, support, and develop a positive and proactive approach for students, through risk education and awareness. The organisational structure will ensure that sufficient resources, both financial and physical, are available so that the policy and its arrangements can be implemented effectively.

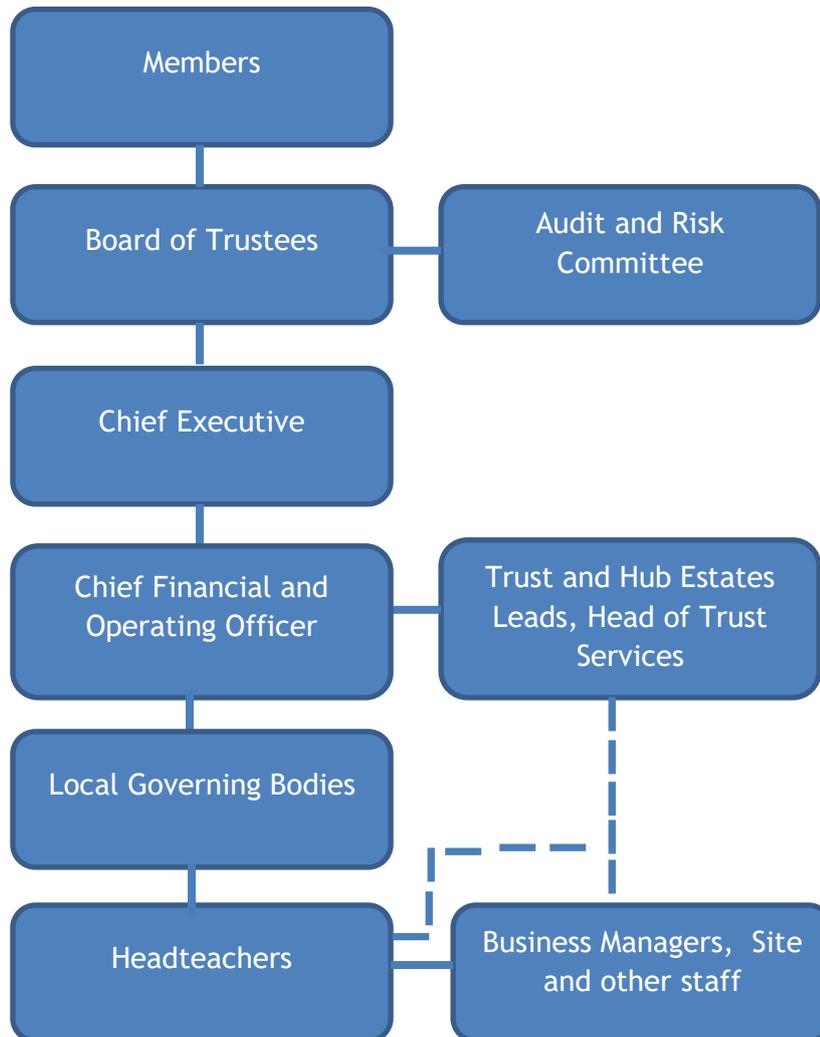
This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted biennially or as necessary to reflect changes in the Trust's strategy, UK or EU law and any changes will be brought to the attention of all staff.

A high level summary of the Trust's strategic approach to delivering this policy, and ensuring effective Health and Safety management is summarised in Appendix A.

# HEALTH AND SAFETY POLICY

## LIGHTHOUSE SCHOOLS PARTNERSHIP

### ORGANISATION AND RESPONSIBILITIES



#### 1. Introduction

The Lighthouse Schools Partnership (LSP) recognises the need to identify organisational methods for ensuring the health and safety of all persons who work within the Trust, at each Trust school, of all our pupils and students and anyone who visits Trust premises.

The Trust understands that the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Trust's Board of Trustees. This Trust Health and Safety Policy directly relates to the Board of Trustees, as a corporate body, Schools Local Governing Bodies, the Headteachers of the individual schools within

the Trust and the Executive Team (including the Chief Executive and the Chief Financial and Operating Officer).

The following is an outline of duties and responsibilities that have been assigned to these specific groups:

Each school's Local Governing Body is required to adopt the Trust's organisational approach to health and safety (detailed in section 1) and complement it with its own organisational structure and arrangements, within the framework set by the Trust (section 2). Prime delegation for the delivery of health and safety falls to the Headteacher, which may include the delegation various roles to colleagues in order to maintain a robust safety system, working with colleagues in the Central Team as necessary. The Central Team and Board of Trustees will monitor the approaches taken and require management reports to assess statutory compliance.

## 2. Lighthouse Schools Partnership Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust and to comply with all legal requirements.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategy development, adopting an annual plan, monitoring Trust safety management systems, managing the Trust risk register and making strategic decisions about the direction of the Trust. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees ensures that all reasonable steps have been taken to reduce the possibility of illness, accident or injury to staff, students, contactors and/or visitors.

The Board of Trustees and the schools Local Governing will be kept informed of all developments relating to health and safety matters and will include such matters in an annual health and safety report.

The Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust's Health and Safety Policy statement.
- Ensure and monitor the delivery of the Trust's Health and Safety arrangements.
- Warrant that all external and third party contracts that are awarded across the Trust have consistency of approach and ensure legal compliance and that successful contracts awarded by the Trust must have been appropriately vetted for health and safety standards, and other measures deemed appropriate.

- Ensure that there are adequate communications channels of co-operation between relevant third parties, to enable the Trust to meet its statutory requirements.
- Ensure that the Headteachers and Executive Team assists the Trustees by:
  - implementing and reviewing policies
  - strategic and operational decision making
  - identify ways of reducing the likelihood of people getting harmed by the Trust's activities
  - providing findings from health and safety audits
  - ensuring that compliance audits, building condition surveys and any necessary inspection audits are carried out
  - complying with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
  - minimising the likelihood of prosecutions and penalties under current health and safety and other relevant legislation
  - ensuring that development plans are established and implemented, as necessary.
- Provide and ensure an informed, proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Establish and ensure effective accident reporting and investigation procedures are in place across the Trust.
- Ensure there are effective and adequate formal internal and external communications on health and safety across the Trust.
- Ensure monitoring of compliance contracts throughout the Trust is undertaken and suitable reports are provided to the Chief Financial and Operating Officer and reported to the Trust, e.g. M&E statutory inspections, fire risk assessments, asbestos surveys and management systems and water hygiene monitoring
- Ensure there are effective business continuity and emergency plans and procedures for the safe evacuation and lockdown of all the Trust premises. Contingency emergency arrangements must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments, across the Trust.
- Ensure, as part of an overall and effective approach, that health and safety is not a standalone subject but has a major and integral part to play in effective Safeguarding.

Some of these responsibilities are delegated to the Trust's Audit and Risk Committee.

### 3. The Trust's Audit and Risk Committee

The Audit and Risk Committee's responsibilities are to:

- Active monitoring of the delivery of the Trust's Health and Safety arrangements and the implementation of any health and safety development plans.
- Identify and manage risk, at all levels of the Trust.

- Openly and transparently inform the Board of Trustees on:
  - implementing and reviewing policies
  - strategic and operational decision making
  - ways of reducing the likelihood of people getting harmed by Trust activities
  - findings from health and safety audits, compliance audits, building condition surveys and inspection audits
  - Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and minimising the likelihood of prosecutions and penalties under current Health and Safety legislation.
- Gather data, record, monitor and provide reports to the Board of Trustees on the effectiveness of the Trust's health and safety systems to ensure that the Board of Trustees is satisfied with the support and governance of health and safety and that the Trust is getting value for money.
- Ensure suitable and sufficient monitoring, reviewing and recommendations of all health and safety management systems across the Trust is warranted and implemented.
- Ensure that there are adequate communication and cooperation channels between all levels of the Trust and relevant third parties, to ensure that the Trust meets its statutory requirements.
- Receive reports from the Chief Financial and Operating Officer, which incorporates information and advice from independent health and safety specialists, on the effectiveness of the health and safety policy, safety management systems, procedures and arrangements within every school.
- Ensure that effective business continuity and emergency plans and procedures for the safe evacuation of all the Trust's premises are in place. These must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements.

Some of these responsibilities are delegated to the Chief Executive Officer.

#### **4. Chief Executive Officer (delegated to the Chief Financial and Operating Officer and the Hub Estates Leads)**

The Chief Executive Officer must:

- In co-operation with the Local Governing Bodies and Headteachers of the individual schools implement and review individual Health and Safety Policies to ensure that they reflect the status of the school and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary.
- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the Trust.

- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways of reducing the likelihood of people being harmed by the Trust's activities.
- Award, check competency, manage, monitor and audit all Trust wide compliance contracts and maintenance service agreements carried out on school premises.
- Monitor findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Ensure that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- Implement and monitor an informed, proportionate, and prioritised risk management system for the Trust.
- Receive a progress report on individual school findings, issues, and progress to date on health and safety audit action plans.
- Monitor the structure, attendance, agendas and minutes from the schools Health and Safety Committees, or equivalent.
- Enable and encourage regular feedback from schools in relation to their health and safety function and be the point of contact to enable staff representatives, and Senior Leadership Teams of the schools to discuss higher level health and safety issues e.g. funding and building issues.
- Implement spot checks on specific target areas for consistency of approach and compliance.
- Implement an effective accident reporting and investigation procedure across the Trust.
- Record, implement, monitor, and review the business continuity plans across the Trust, including emergency plans and procedures for the safe evacuation and lockdown of the Trust's premises.
- Monitor and review that contingency emergency arrangements are in place to ensure that the Trust's strategic and education operations continue in line with statutory requirements.

## 5. Other Employees Duties

Under the Health and Safety at Work Act etc. 1974 (sections 7&8), and the Management of Health and Safety at Work Regulations 1999 (section 1.12.2), all employees have general health and safety responsibilities. Employees must take reasonable care for the Health and Safety of themselves and others affected by their acts and omissions.

All employees have responsibility to:

- Comply with the Trust's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Report immediately to their line manager any shortcomings in the Trust's or a schools' arrangements for health and safety.

- Co-operate with the employer and others to enable them to fulfil their legal obligations.
- Not to interfere with or misuse any equipment, fittings or other safety provisions provided in the interests of health, safety, and welfare.
- Inform the Trust's or school's management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant, etc.
- Ensure that they only use equipment, machinery or substances that they are competent / have been trained to use and use it in accordance with training or instruction given by the employer.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Report to the employer any serious or imminent danger and any other 'Health and Safety Cause for Concern' using the local reporting procedure.

## 6. Competent Health and Safety Advice

The Trust will appoint competent health and safety advice to meet their management and Board legal duties. The current service providers will be clearly marked on all HSE laminated posters across the Trust and its premises.

The Trust's appointed Health and Safety Advisor is contracted to provide an effective health and safety service, as published within the Service Level Agreement for the Trust.

A summary of the Service Level Agreement is to:

- Provide timely health and safety advice, support and training to the trust, schools and their staff.
- Support the Trust to ensure that all Members, Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with legislation and any forthcoming legislation, and how to implement those duties to full effect.
- Undertake general supportive audits and higher risk area supportive audits on a rolling basis, each followed up by support for proportional, prioritised action planning to celebrate successes and remedy areas for development.
- Provide all communications, feedback and reports in a constructive manner and style that achieves 'buy in' so as to aid legal compliance with comfort and confidence that then benefits overall strategic health and safety planning for the Trust.

**Lighthouse Schools Partnership - A high level summary of the Trust's strategic approach to effective Health and Safety management**

Trust			
Plan	Do	Check	Act
Annual conversation to discuss Health & Safety performance and risks to identify actions for the coming year (Audit and Risk Committee - March)	Continually update the risk register for any Health and Safety concerns, changes or legal requirements (Central Team)	Undertake annual audits of Health & Safety performance at individual schools and the Central Team and support with remedial action (Competent Advisor)	Share common themes from Health & Safety audits with schools (Central Team)
Biennial review of the Health & Safety Policy (Audit and Risk Committee)	Review, challenge and update the risk register for any Health and Safety concerns, changes or legal requirements three times a year (Audit and Risk Committee)	Visit schools to review Health & Safety performance three times a year (incl training, accidents, incidents and dangerous occurrences) (Central Team)	Provide advice, support and training to Heads, SBMs and Governors to undertake their risk management and Health & Safety Responsibilities (Central Team)
	Identify a Lead Trustee for Health & Safety (Board of Trustees)	Review Health & Safety KPIs and contextual data three times a year (incl training) (Audit and Risk Committee)	Share school risk registers so that schools can learn and support each other
	Appoint Competent Advisor and ensure an appropriate workplan to give assurance to Trustees (Audit and Risk Committee)	Receive an independent report from the Trust's competent advisor on an annual basis (Audit and Risk Committee)	
		Review Health & Safety LGB minutes three times per year (Central Team and Audit and Risk Committee)	
		Review school risk registers three times per year (Central Team and Audit and Risk Committee)	

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